

Senior Year E-Portfolio Checklist and Rubric

Students maintain an e-portfolio throughout their education classes here at Lyon beginning prior to formal admission to LATEC. A completed portfolio will be submitted the last semester of the senior year for review and final grading and will be placed on file with materials submitted from Transition Two prior to the entrance to internship interview. The final portfolio must be submitted electronically on a non-returnable jump drive and should include selected work from sophomore and junior level courses, and other items completed during the senior internship.

| INTERNSHIP MATERIALS | |
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| Documentation Required | Semester to be completed |
| Student Intern Information Form | Fall |
| Copy of Placement Letter | Fall |
| Signed Copy of Internship Contract | Fall |
| Student Intern Schedule | Fall and Spring |
| Intern Record of Time at School | Fall and Spring |
| Weekly Conference Forms – The student intern and mentor teacher will have regular conferences to determine and document progress, including a list of weekly intern teaching responsibilities. | Fall and Spring |
| Graded Copies of Pathwise Lesson Plans and observation forms from supervisor's visits – You are to complete a minimum of three (3) Pathwise lesson plans per semester in which you will receive a written evaluation of your performance. | Fall and Spring for a minimum of 6 graded plans |
| Graded Copy of in-depth Student Study – You will prepare one (1) in-depth student study in the fall semester according to guidelines you will receive in your seminar. This study will enable you to acquire a deeper understanding of the student studied and will serve as a model for future professional knowledge of your students. | Fall |
| Graded Observation Report from observing in a diverse setting | Fall or Spring |
| Praxis II scores: Pedagogy and content knowledge. Passing scores are not necessary for graduation, but are necessary for recommendation for licensure by the Arkansas State Department of Education. | Spring |
| Videotaped teaching assignment with lesson plan and grade | Fall |
| Graded Thematic Unit of Study and Accompanying Materials | Fall |
| Graded Class Profiles for each class you teach | Fall and Spring |
| Evidence of participating in Personal/Professional Growth Experience(s) related to the teaching profession – Examples diverse field trip, attending a professional conference, etc... | Fall or Spring |
| Résumé and Cover Letter | Spring |
| Technological Capstone Presentation | Spring |
| Revised or Newly Written Philosophy of Education Statement | Spring |

Other items that may be included in your portfolio:

- Samples of student work – related to a unit of study or lessons included
- Any official documents – awards, certifications, etc...
- Photographs and visual documentation
- Student and Parent sentiments – notes, cards, or other positive feedback
- Inspiration items – poems, sayings, pictures, or mottos that have an impact on your teaching

Additional LATEC Portfolio Requirements

| Additional required items will be collected in your classes from your sophomore to junior years. | |
|--|---|
| Item(s) | Class Source (if applicable) |
| <ul style="list-style-type: none">• Graded Family Involvement Assignment | Survey of Early Childhood (<i>P4 majors only not included in Secondary grade</i>) |
| <ul style="list-style-type: none">• Child Observation Project/Exceptional Child Paper | Child and Adolescent Development |
| <ul style="list-style-type: none">• Graded Statement of Belief Regarding Diverse and Exceptional Learners | Educating Diverse and Exceptional Learners |
| <ul style="list-style-type: none">• Review and Reflection Paper | Learning and Cognition |
| <ul style="list-style-type: none">• Four graded lesson plans• Final Exam over all aspects of Pathwise | Practicum I and II |

All Portfolios will be archived by Lyon in an electronic format and should be turned in on a clearly labeled, non-returnable jump drive. Lyon students may place items on the jump drive in an organized method of their choosing. Regardless of the format chosen, ALL items requested should be included in an easy to access, working format.

Final E-Portfolio Evaluation Rubric – 250 points possible

Pilot Date: Fall 2009. Further Revision: Spring 2011 for 2012

| Items to be Submitted for Transition III | Lyon Conceptual Framework Linkage (see key below*) | Target Evidence extensively documents performance and professional growth. | Acceptable Evidence adequately documents performance and professional growth. | Needs Growth or Unacceptable Evidence was not provided or did not adequately document performance and professional growth. |
|---|--|--|---|--|
| Internship placement documents: <ul style="list-style-type: none"> • Copy of Placement Letter • Signed Copy of Internship Contract | | 9 – 10 points | 7-8 points | 6 or below |
| Graded copies of Student Intern Schedules for Fall and Spring | | 9 – 10 points | 7-8 points | 6 or below |
| Intern Record of Time at School for Fall and Spring in Excel format | | 18 – 20 points | 14 – 17 points | 13 or below |
| Weekly Conference Forms with Mentor Teacher for Fall and Spring | 6 | 18 – 20 points | 14 – 17 points | 13 or below |
| Graded Pathwise Lesson Plans and evaluation forms from supervisor's visits (6 – 3 from Fall and 3 from Spring) | 1 and 6 | 18 – 20 points | 14 – 17 points | 13 or below |
| Graded Designed Thematic Unit of Study and Accompanying Materials | 1,2,3,4,5,6 | 9 – 10 points | 7-8 points | 6 or below |
| Graded Copy of in-depth Student Study from Fall EDU 495 Seminar | 2 | 9 – 10 points | 7-8 points | 6 or below |
| Graded Observation Report from observing in a diverse setting | 3 and 5 | 9 – 10 points | 7-8 points | 6 or below |
| Copies of Praxis II scores: Pedagogy and content knowledge | 1 and 6 | 9 – 10 points | 7-8 points | 6 or below |
| Graded Videotaped teaching assignment – include video and grade sheet | 4 and 6 | 9 – 10 points | 7-8 points | 6 or below |
| Graded Class Profiles from Fall and Spring Semesters | 3 | 9 – 10 points | 7-8 points | 6 or below |
| Evidence of participating in Personal/Professional Growth Experience(s) | 5 | 9 – 10 points | 7-8 points | 6 or below |
| Résumé and Cover Letter | | 9 – 10 points | 7-8 points | 6 or below |
| Graded Technological Capstone Presentation – Include both the Capstone and the grade sheet | 4 and 1 | 9 – 10 points | 7-8 points | 6 or below |
| From: Survey of Early Childhood (<i>P4 majors only</i>) <ul style="list-style-type: none"> • Graded Family Involvement Assignment | 5 | 9 – 10 points | 7-8 points | 6 or below |
| From: Child and Adolescent Development <ul style="list-style-type: none"> • Child Observation Project or Exceptional Child Paper | 2 | 9 – 10 points | 7-8 points | 6 or below |

| | | | | |
|--|-------------|----------------|----------------|-------------|
| From: Educating Diverse and Exceptional Learners • Graded Statement of Belief on Diverse and Exceptional Learners | 3 | 9 – 10 points | 7-8 points | 6 or below |
| From: Learning and Cognition • Review and Reflection Paper | 3 and 5 | 9 – 10 points | 7-8 points | 6 or below |
| From: Practicum I and II • 4 graded practicum lesson plans • Final Exam on Pathwise Domains | 1,2,3,4,5,6 | 18 – 20 points | 14 – 17 points | 13 or below |

***Lyon Conceptual Framework linkage key:**

1. The education of the whole person BUILT on the foundation of the liberal arts.
2. Be wise consumers of education research.
3. Understand and address inequities in the classroom as they relate to race, gender, and social class.
4. Instruct using technology skills
5. Lead in the continuous improvement of schools.
6. Teach effectively at the appropriate instructional level.

Final Score (ECH): _____/230 Target Points + _____/20 Points for style/design/ease of use*

Final Score (SEC): _____/220 Target Points + _____/30 Points for style/design/ease of use*

Other Comments and or Concerns:

***Design/Style/Ease of Use Points – 20/30 points**

- All files are accessible and clear (including video files)
- All artifacts and work samples are clearly labeled

Other:

- All of the photographs, graphics, sound and/or video create interest and are appropriate
- Creativity and original ideas enhance the content of the e-portfolio in an innovative way
- The e-portfolio is easy to read with appropriate use of fonts, point size, bullets, italics, bold, and indentations for headings and sub-headings
- The background and colors enhance the readability of the text
- The text has no errors in grammar, capitalization, punctuation, and spelling.